

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.11

April 7, 2006

SUBJECT: LOST ORIGINAL TRAFFIC NOTICE TO APPEAR  
(CITATIONS) PROCEDURES - REVISED

PURPOSE: This Order revises, and supercedes Special Order No. 14, "Lost Traffic Notice To Appear (Citations) Procedures-Revised," dated April 16, 2003. This Order deletes the exception section, and clarifies an officer's responsibilities when a Traffic Notice To Appear, Form 4.50.0, original (green) copy is lost, or otherwise unavailable.

PROCEDURE:

I. RESPONSIBILITIES FOR COMPLETION AND TRACKING.

A. **Officer's Responsibilities.** When a Traffic Notice To Appear, Form 4.50.0, has been issued, and the original (green) copy is lost or unavailable, the citing employee shall:

- \* Remove the citation book copy (goldenrod, or yellow copy) from the book, and replace it with a photocopy;
- \* Submit the goldenrod, or yellow copy of the citation to Traffic Court Liaison Unit;

Note: If the original (green) copy has been mistakenly given to the violator, officers shall submit the white copy of the citation instead of the goldenrod or yellow copy.

- \* Submit (with the goldenrod, or yellow copy) a Photocopy of the citation with the following notation in a margin:

"Certified To Be A True Copy Of The Original"

X \_\_\_\_\_;

Sign the photocopy certifying it to be a true copy of the original citation;

- \* Submit to his/her supervisor for review, the goldenrod copy, and a completed Employee's Report, Form 15.7, addressed to the Officer-in-Charge, Traffic Court Liaison Unit (TCLU), advising that the original traffic citation has been lost, or is otherwise unavailable; and,
- \* When the assigned court date is within thirty days, a completed Notice of Correction, and Proof of Service, Form 4.07 (see attached), shall be attached to the Employee's Report, Form 15.7, and the violator notified as required.

After reviewing the 15.7, the supervisor shall immediately forward the citation, and related documentation to the TCLU.

**Note:** A Traffic Notice To Appear issued for an offense when the commission of the offense is in excess of one year, shall be cancelled in accordance with Department Manual Section 4/326.10.

**B. Traffic Court Liaison Unit Responsibility.** Upon receipt of the citation, and related documentation, the TCLU shall file the goldenrod, yellow, or white copy of the citation, and a photocopy with the Los Angeles Superior Court.

**AMENDMENT:** This Order amends Sections 4/326.10 and 4/326.70 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

Attachment

DISTRIBUTION "A"